

**ARTICLE 8**  
***APPOINTMENT***

**8.1 Policy.** The University shall exercise its authority to determine the standards, qualifications, and criteria so as to fill appointment vacancies in the bargaining unit with the best possible candidates. In furtherance of this aim, the University shall

- (a) advertise such appointment vacancies, receive applications and screen candidates therefore, and make such appointments as it deems appropriate under such standards, qualifications, and criteria;
- (b) identify and seek qualified and diverse candidates for vacancies and new positions; and
- (c) continue to support spousal hires.

**8.2 Procedures for Filling Advertisement of Vacancies.**

(a) Bargaining unit vacancies shall be advertised through appropriate professional channels.

(b) Employees of lower or equivalent ranks, and employees who are local residents shall not, in the hiring process, be advantaged or disadvantaged for that reason. ~~Prior to making the decision to hire a candidate to fill a bargaining unit vacancy, the appropriate administrator(s) shall consider recommendations which have resulted from the review of candidates by employees in the department/unit.~~

(c) Search committees composed of full-time, regular faculty from the appropriate department(s) shall be established by the department/unit chair for all full-time appointments in the bargaining unit.

(1) The search committee shall receive applications, screen candidates, and make recommendations for interviews. Each candidate interviewed for a position in the bargaining unit shall be provided with the URL addresses for the UCF BOT-UFF Collective Bargaining Agreement.

(2) After the interview process has been completed, full-time, regular faculty members with positions in the department shall vote by secret ballot to register their recommendations. In instances in which more than one department is involved (e.g., interdisciplinary programs), the department in which tenure would be earned is responsible for the above, and the chair shall make appropriate arrangements for the other department(s) involved to participate in the process.

(3) The search committee shall recommend to the chair for possible appointment those candidates deemed acceptable by the faculty vote, and their order of preference.

(4) Chair's Recommendation.

(i) The chair shall recommend to the dean those candidates the chair deems acceptable. The chair shall also submit to the dean the search committee's recommended candidates, if any, and the vote of the department faculty.

(ii) The chair may make a recommendation different from the recommendation of the search committee, provided that the chair does not recommend a candidate the search committee identified as unacceptable to the faculty.

(5) Dean's Decision.

(i) If the search committee cannot make a recommendation or the dean finds none of the recommended candidates acceptable, the dean may ask the committee to consider additional candidates from the remaining pool of applicants.

(ii) After receiving the recommendation of the search committee and the chair, the dean shall appoint the recommended candidate that the dean deems is most qualified.

**8.3 Employment Agreement.** All appointments shall be made on a University employment agreement and signed by the president or representative and the employee. The University may enclose informational addenda, except that such addenda shall not abridge the employee's rights or benefits provided in this Agreement. The University employment agreement shall contain the following elements:

- (a) Date;
- (b) Budget entity

- (bc) Professional Classification System title, class code, rank, and appointment status;
- (ed) Principal place of employment;
- (de) Employment unit (e.g., department, college, institute, area, center, etc.);
- (ef) Length of the appointment;
- (fg) A statement that the position is (1) tenured, (2) non-tenure earning, (3) tenure-earning (specifying prior service in another institution to be credited toward tenure, where applicable), or (4) multiyear/non-tenure earning;
- (gh) Percent of full time effort (FTE) assigned; including the duties and responsibilities the faculty member will be assigned to perform in teaching, research, service, administration, and other assigned duties;
- (hi) Salary; initial starting salaries shall be no lower than:
- (1) \$47,068.74 for new 9-month employees who hold a Ph.D. or equivalent terminal degree in a field related to the employee's assignment,
- (2) \$43,930.82 for all other new 9-month employees,
- (3) \$62,758.32 for new 12-month employees who hold a Ph.D. or equivalent terminal degree in a field related to the employee's assignment,
- (4) and \$58,263.11 for all other new 12-month employees;
- (ji) Budget entity;
- (jk) The following statement, if the appointment is not subject to the notice provisions of Article 12: "Your employment under this agreement will cease on the date indicated. No further notice of cessation of employment is required.";
- (kl) Special conditions of employment, including:
- (1) -what part, if any, of the salary is provided as a temporary salary adjustment (stipend) subject to the terms of Section 8.4;
- (2) assignments to a second instructional location;
- (3) any special commitments from the University that were negotiated;
- (l) A statement that the appointment is subject to the Constitution and laws of the State of Florida and the United States, the regulations of the University, and this Agreement;
- (m) A statement that the employee's signature on the employment agreement shall not be deemed a waiver of the right to process a grievance with respect thereto in compliance with Article 20;
- (n) The statement: "The University of Central Florida is an equal opportunity employer. University policy and regulation, and this Agreement, -prohibit discrimination against or harassment of any employee based ~~up~~on age, disability, gender identity or gender expression, genetic information, marital status, national origin, political affiliation, pregnancy and/or parental status, race or color, religion, sex, sexual orientation, or veteran status, or employee rights related to union activity as granted under Chapter 447, Florida Statutes. Claims of such discrimination by the University may be presented as grievances pursuant to Article 20, Grievance Procedure.";
- (o) A statement informing the employee of the obligation to report outside activity, conflict of commitment, and conflict of interest under the provisions of Article 19 of the Agreement; and
- (p) The statement: "If you have not been provided with a copy of the BOT/UFF Collective Bargaining Agreement, notify your supervisor and you will be given one. A copy may also be found at <http://www.collectivebargaining.ucf.edu/>."

**8.4 Commitments. Any written commitment made by the University regarding the employee's appointment, or matters associated with the appointment, shall be observed unless it is not financially or logistically possible or circumstances have changed enough that it is no longer applicable. A special commitment or condition regarding the employee's appointment shall be subject to enforcement under Article 20, Grievance Procedure and Arbitration.**

#### **8.45 Change in Appointments.**

- (a) An employee serving on a calendar year appointment may request an academic year appointment. Similarly, an employee serving on an academic year appointment may request a calendar year

103 appointment. The president or representative shall carefully consider such requests, although staffing  
104 considerations and other relevant University needs may prevent their being granted.

105 (b) Effective August 8, 2009, if a calendar year appointment includes a temporary salary  
106 adjustment (stipend), the employment agreement shall specify what part if any of the stipend shall be  
107 included in salary calculations when converting from a calendar year to an academic year appointment. In  
108 the absence of a statement on the employment agreement stating otherwise, all stipends shall be included  
109 when converting an employee's salary from a calendar year to an academic year appointment or vice versa.

110 (c) Upon approval by the president or the president's representative, and assuming that the  
111 assigned responsibilities remain substantially the same, an employee's base salary shall be adjusted by 81.82  
112 percent when changing from a calendar year to an academic year appointment or by 133.3 percent when  
113 changing from an academic year to a calendar year appointment. For an employee whose appointment was  
114 previously changed from an academic year to calendar year appointment at a salary adjustment other than  
115 133.3 percent or from a calendar year to academic year appointment at a salary adjustment other than 81.82  
116 percent, the percent which is the reciprocal of the percent previously used shall be used to make the salary  
117 adjustment.

### 118 119 **8.56 Appointment Types.**

120 (a) Appointments may be offered on a tenured, tenure-earning, or non-tenure-earning basis.

121 (b) The ranks assistant professor, associate professor, and professor shall be provided to  
122 employees who have tenured or tenure-earning appointments except under the following circumstances:

123 (1) When an employee holding one of these ranks is placed on a terminal contract, the  
124 employee's rank will be retained for the duration of that contract;

125 (2) Up to five untenured, non-tenure earning employees appointed annually whose rank is  
126 specifically approved by the president or president's representative;

127 (3) Individuals who have officially retired from universities or other organizations who  
128 are least 55 years of age;

129 (4) Tenured employees who decide to give up their tenured status to take advantage of  
130 whatever incentives might be offered by such an appointment;

131 (5) Individuals who have held the rank of professor for at least seven years at an  
132 institution of higher education;

133 (6) Employees with the prefix visiting, provisional, courtesy, clinical, or research  
134 appended to the rank of assistant professor, associate professor, or professor; and

135 (7) Non-tenure earning employees whose rank, as of the date of ratification of this  
136 Agreement, violates the preceding provision.

137 (c) Non-tenure-earning multiyear renewable appointments of two to five year duration may be  
138 offered. Such appointments shall not be provided to employees with the ranks of assistant professor,  
139 associate professor, or professor except under the circumstances of 8.5(b)(2) through 8.5(b)(7), but shall not  
140 be offered to visiting, research, or provisional employees.

141 (d) Visiting Appointments. A visiting appointment is one made to a person having appropriate  
142 professional qualifications but not expected to be available for more than a limited period, or to a person in a  
143 position which the University does not expect to be available for more than a limited period. A visiting  
144 appointment, or a sequence of visiting appointments (i.e., an initial appointment followed by another visiting  
145 appointment) may not exceed a total of four years. Similarly, a non-renewable (non-searched) appointment  
146 may not exceed a total of 12 months.

### 147 148 ~~8.6—Supplemental Summer Appointments.~~

149 ~~(a)—Policy. Supplemental summer appointments, when available, shall be offered equitably and as~~  
150 ~~appropriate to qualified employees, not later than five weeks prior to the beginning of the appointment, if~~  
151 ~~practicable. Course offerings and summer assignments will be made taking into consideration programmatic~~  
152 ~~needs, student demand, and budget availability. The criteria shall be made available in each department or~~  
153 ~~unit.~~

~~(b) — Compensation. Compensation for summer employment shall be twelve and one half percent (12.5%) of the employee's 9-month base salary for the first three credit hours of summer assignment, including teaching, research, and service; twelve and one half percent (12.5%) of the employee's 9-month base salary for the second three credit hours of summer assignment, including teaching, research, and service; and eight percent (8.0%) of the employee's 9-month base salary for the third three credit hours of summer assignment, including teaching, research, and service. Courses of greater or fewer than three credit hours shall be prorated. Supplemental summer assignments, like those for the fall and spring semesters, include the normal activities related to such an assignment as defined by the department/unit and the nature of the course, including office hours, course preparation, curriculum development, lectures, evaluation of student efforts, academic advising, research, and department, college, and University committee meetings. Supplemental summer appointments also include activities such as thesis or dissertation supervision, directed individual studies, and/or supervision of student interns.~~

~~(c) — When an employee is not provided a supplementary summer appointment, the employee is not obligated to perform any normal duty or activity for the university during the summer.~~

~~(d) — Supplemental summer appointments shall be made in accordance with Section 1012.945, Florida Statutes (the "twelve hour law").~~

~~**8.7 — Overload Appointments.** Overload compensation is defined as compensation for any duties in excess of a full appointment (1.0 FTE). Available overload compensation appointments within the University shall be offered equitably and as appropriate to qualified employees in sufficient time to allow voluntary acceptance or rejection. Courses of greater or fewer than three credit hours shall be prorated.~~

~~(a) — An employee's overload compensation for teaching a three credit hour course in a premium tuition program shall be eleven and one half percent (11.5%) of the mean academic year salary of the tenured and tenure earning employees in the employee's department/unit.~~

~~(1) — If the employee's department/unit does not offer tenure, the compensation for a three credit hour course shall be eleven and one half percent (11.5%) of the mean 9-month salary of the faculty pay plan employees in the department/unit.~~

~~(2) — The calculation of mean salary shall be as follows. For a course that begins during the fall, spring, or subsequent summer of an academic year, compensation shall be based on the employees in the unit and their salary rates as of January 1st of the previous academic year. Any 12-month employee salaries will be multiplied by 81.82 percent to obtain an academic year salary.~~

~~(b) — Compensation for overload appointments for instruction other than those described in 8.7(a) shall be no less than the adjunct rate for the employee's department, unit, or college.~~

~~**8.8 — Study Abroad Appointments.** Available study abroad appointments within the University shall be offered equitably and as appropriate to qualified employees in sufficient time to allow voluntary acceptance or rejection. An employee shall not be coerced to accept such an appointment or harmed for rejecting an offer for such an appointment. Study abroad programs may be offered as follows:~~

~~—— (a) — During the summer term(s). —~~

~~—— (b) — During the fall or spring semester.~~

~~—— (c) — During the spring extended semester. The spring extended semester may continue until three days before the start of classes for the summer term(s).~~

~~—— (d) — Training. An employee shall attend appropriate training prior to participating in a study abroad program. This training shall include written instructions regarding the employee's responsibilities for students who are participating in the study abroad program.~~

~~—— (e) — Compensation. The minimum number of students required to offer a study abroad program (referred to in this section as "the minimum") shall be determined and put in writing in advance of allowing enrollment in the program. Employees shall be compensated as follows:~~

202 ~~\_\_\_\_\_ (1) All employees serving in study abroad programs shall receive travel, housing, and~~  
 203 ~~expense reimbursement defined in the program budget at rates established by the State of Florida or, at rates~~  
 204 ~~established in advance, in writing, by the University;~~

205 ~~\_\_\_\_\_ (2) For any course that meets the minimum and in which the course content is delivered~~  
 206 ~~by a 9-month employee during the summer, the employee shall receive a supplemental summer appointment~~  
 207 ~~for one course. The University may provide a supplemental summer appointment for the employee even if~~  
 208 ~~the program does not meet the minimum, as long as such decisions are made on an equitable basis, based on~~  
 209 ~~programmatic needs.~~

210 ~~(3) For any course in which the course content is delivered by an instructor other than the~~  
 211 ~~9-month employee during the summer (for example, an instructor associated with an institution in the host~~  
 212 ~~country), but the employee is listed as "Instructor of Record," is traveling with students, and has~~  
 213 ~~administrative duties such as recording grades, overseeing excursions, dealing with any food, lodging, or~~  
 214 ~~transportation issues, supervising students, etc., the employee shall receive a stipend of \$1,500.00.~~

215 ~~\_\_\_\_\_ (4) If a 9-month employee is teaching more than one course in a single summer study~~  
 216 ~~abroad program, and one or more of those courses does not meet the minimum, the department chair or unit~~  
 217 ~~head may combine the course enrollments in order to meet the minimum. In such a case, the employee shall~~  
 218 ~~receive a supplemental summer appointment for the number of courses the student enrollment would allow,~~  
 219 ~~given the minimum. For example, if the minimum is twenty, the program includes two courses, and fourteen~~  
 220 ~~students enroll producing the equivalent of twenty-eight students in one course, the employee will receive a~~  
 221 ~~supplemental summer appointment for one course. As another example, if the minimum number of students~~  
 222 ~~is twenty, the program includes three courses, and fourteen students enroll producing the equivalent of forty-~~  
 223 ~~two students in one course, the employee will receive a supplemental summer appointment for two courses.~~

224 ~~\_\_\_\_\_ (5) If the maximum size of a study abroad program is limited by the nature or location of~~  
 225 ~~the program, if a 9-month employee chooses to take a smaller number of students, or if the minimum is not~~  
 226 ~~met but the employee still wishes to lead the program, the 9-month employee may volunteer in writing to opt~~  
 227 ~~out of receiving any summer supplemental compensation other than travel, housing, and pre-determined~~  
 228 ~~expense reimbursement.~~

229 ~~(6) If a 9-month employee is teaching a credit-bearing course in a study abroad program~~  
 230 ~~during the fall or spring semester, or a spring extended semester, the appointment shall either be a part of the~~  
 231 ~~employee's in-load assignment or taught on an overload basis. If the course is taught on an overload basis,~~  
 232 ~~the employee shall be compensated according to 8.7(b).~~

233 ~~(7) If a 12-month employee is teaching a credit-bearing course in a study abroad program,~~  
 234 ~~the appointment shall either be a part of the employee's in-load assignment or taught on an overload basis. If~~  
 235 ~~the course is taught on an overload basis, the employee shall be compensated according to 8.7(b). **UFF**~~  
 236 ~~**proposes moving existing sections 8.6 – 8.8 to their own Article.**~~

237  
 238 **8.97 Reclassification of an Employees to a Non-Unit Classification.** Employees shall be provided  
 239 written notice fourteen days in advance, where practicable, when the University proposes to reclassify the  
 240 employee to a ~~classification position~~ that is either not contained in the bargaining unit or to reclassify an  
 241 individual to a position within the bargaining unit. ~~The University will~~ shall notify the local UFF Chapter of  
 242 ~~such~~ a proposed reclassification ~~within a reasonable period~~ no more than 14 days after the department/unit  
 243 recommends such a reclassification to Academic Affairs. The employee may request a review of such action  
 244 consistent with the provisions of Article 28. The UFF may discuss such action pursuant to Article 2,  
 245 Consultation.